

DOCUMENTATION FOR PERSONAL SICK LEAVE

- Adequate medical documentation is required for personal sick absences of more than 3 consecutive workdays for NYSCOPBA, PEF, C-82 and M/C; 4 consecutive workdays for CSEA. Failure to provide adequate documentation in these situations will result in the absence being considered AWOL.
- Adequate medical documentation is required immediately upon return to duty if the employee is on Step 3 of the Attendance Control Program. Failure to provide adequate documentation will result in the absence being considered AWOL.
- Adequate documentation must be submitted within one week of return to duty or as directed. Failure to provide adequate documentation will result in an occasion being assessed for each workday of the absence. If adequate documentation is provided, a consecutive multiple-day absence will be considered as one occasion of absence.
- For long-term medical absences, medical documentation is to be submitted every two weeks.

Employee's Name: _____

Date of Examination: _____

Date Employee is Incapacitated From: _____ To: _____

Prognosis: _____

Diagnosis: _____
(Required for absences greater than 30 calendar days.)

Re-Evaluation Date: _____ Full Duty Date: _____

☐ This Injury/Illness is NOT Work-Related (Workers' Compensation)

Signature of Medical Provider or Designee

Date Signed

Location of Office Where Examination Took Place:

An alternate form may be used for documentation but all of the required information must be included. All documentation is subject to verification.